

North Central Wisconsin Healthcare Emergency Readiness Coalition
 NCW HERC Board Meeting
 Virtual, December 13, 2023 0900-1200

NCW HERC Board Members			<i>Clinics</i>	NCW HERC Members, Guests & Presenters	
	<i>Hospitals</i>	x	Josh Goch		
	Alex Jaye	x	Kimberly Spurgeon		
x	Josh Englund (Vice Chair)		<i>CMS</i>		
	<i>EMS</i>	x	Wendy Freese		
x	Delmond Horn (Chair)		Sarah Rothmeyer		
x	Dr. Michael Clark (Treasurer)		<i>Tribal</i>		
	<i>Emergency Management</i>	x	Jacee Shepard		
x	Phil Rentmeester	NCW HERC/NCRTAC Staff			
	Sarah Christensen		Robbie Deede		
	<i>Public Health</i>	x	Michael Fraley		
x	Gary Garske		Dr. Tim Vayder		
x	Sue Smith		Travis Nixdorf		
	<i>Trauma</i>	x	Ty Zastava		
x	Jason Keffeler	x	Amy Wheeler		
x	Megan Foltman	x	PJ Monday		

Virtual

Agenda Item	Talking Points	Action Steps
1. Attendance and Quorum/ and Real-life Events	Introduction Case Study: <ul style="list-style-type: none"> • Chemical Incident • Review case study format <ul style="list-style-type: none"> ○ No suggestions, group likes as is 	Quorum verified: Yes
2. Call to Order	Meeting called to order @ 9:05	
3. Approval of Minutes of Previous Meeting	Discussion: Independent review of minutes Motion to approve previous meeting minutes. 1 st : Sue Smith 2 nd : Jason Keffeler Motion result: Carried	
4. Agenda Review and Additions	Discussion <ul style="list-style-type: none"> • Move “Contractor Report” to after “Accountant Report” for today and future agendas Motion to approve current agenda.	

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	<p>1st: Phil Rentmeester 2nd: Jason Keffler Motion result: Carried</p>	
<p>5. Accountant Report</p>	<ul style="list-style-type: none"> • November Financial Report <ul style="list-style-type: none"> ○ Amy walked through report • Amy is currently working with auditor for this year’s audit <p>Motion to approve November Financial Report 1st: Jason Keffler 2nd: Sue Smith Motion result: Carried</p>	
<p>6. Contractor Report</p>	<ul style="list-style-type: none"> • Independent review • Logistics update – PJ Monday <ul style="list-style-type: none"> ○ Supply distribution is going well ○ We had six extra soft transfer devices and were able to distribute the extras to Marshfield Clinic (2), Taylor Co. (2), and one additional to original requests to Marshfield Fire Dept. and Antigo Fire Dept. 	
<p>7. BP5 Budget</p>	<ul style="list-style-type: none"> • Carryover update <ul style="list-style-type: none"> ○ Ty submitted our request a few weeks ago, haven’t heard back yet ○ All Regions have submitted their requests as of two days ago • Review current budget <ul style="list-style-type: none"> ○ We need to rebalance our current budget; will plan to do that at our January mtg. • Draft 24-25 budget - due Jan. 31, 2024 – will review draft at the January mtg. • Dr. Vayder travel request: <ul style="list-style-type: none"> ○ Medical disaster conference in Las Vegas April 14, 2024. <ul style="list-style-type: none"> • 2 nights hotel \$150/night=\$300 • Conference fee \$475 • Airfare \$600 • Per diem \$93 • Mileage \$81.90 	<ul style="list-style-type: none"> • Ty to make budget change request to State

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	<ul style="list-style-type: none"> • Parking \$75 • Lyft to and from hotel \$50 <ul style="list-style-type: none"> ○ Total: \$1,674.90 ○ RTAC conference <ul style="list-style-type: none"> • Mileage \$153 • Hotel \$98 • Per diem \$33 <ul style="list-style-type: none"> ○ Total \$284 ○ Total for both: \$1,958.9 <ul style="list-style-type: none"> • Amount “unspent”: \$1,968 • Updated travel rates <ul style="list-style-type: none"> ○ State updated travel rates, Ty sent out the new invoice template; those requesting travel reimbursement from the HERC, please use the new template that has current rates <p>Motion to approve Dr. Vayder’s budget line item change so that he can attend the Medical Disaster Conference and the RTAC conference. 1st: Sue Smith 2nd: Wendy Freese Motion result: Carried</p>	
<p>8. OPEHC & RTAC Meetings</p>	<ul style="list-style-type: none"> • Trauma conference <ul style="list-style-type: none"> ○ Conference is April 11 ○ Still looking for some conference speakers, if you have recommendations, let Michael Fraley know 	
<p>9. AG Meeting</p>	<ul style="list-style-type: none"> • Meeting Updates – no update • Workgroup updates – no update <ul style="list-style-type: none"> ○ Technology workgroup ○ Website workgroup 	
<p>10. Work Plan/Regional Projects and Deliverables</p>	<p>Projects:</p> <ul style="list-style-type: none"> • Training plan <ul style="list-style-type: none"> ○ AHLS for chemical burns - waiting to hear on carryover funding before we can proceed 	

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	<ul style="list-style-type: none"> ○ Staffing crisis ○ High consequence infectious disease (Epidemic, infectious disease outbreak, seasonal influenza, pandemic) ○ Inclement weather/temperature extremes ○ Workplace violence (active shooter, act of terrorism, weapon) ○ IT systems outage/cyber-attack ○ Power outage ○ Supply chain shortage/failure ○ Patient surge ○ Physical and mental trauma ○ MRSE exercise <ul style="list-style-type: none"> ▪ April 10, 1300-1600, virtual ▪ Planning meetings - Ty has first planning meeting with HSS and the other HERC Regions on contract this afternoon ▪ Main players: hospitals and EMS, others can observe ○ CMS exercise <ul style="list-style-type: none"> ▪ Trusted Agent mtg. June 5 from 1300-1330 ▪ Exercise June 12 from 1300-1530 ▪ Contract ● Update by-laws <ul style="list-style-type: none"> ○ Ty will send out by-laws and need any edits back by Dec. 29th, so that she can resend them out with at least 10 days prior to our mtg. for your review and then Board approval 	
	<p>Motion to approve HAZMAT Annex.</p>	<ul style="list-style-type: none"> ● Ty will send out By-Laws for your review

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	1 st : Gary Garske 2 nd : Phil Rentmeester Motion result: Carried	
11. Communications	<ul style="list-style-type: none"> • Training needs: <ul style="list-style-type: none"> ○ EMResource <ul style="list-style-type: none"> ▪ We may hold a regional EMResource training next year, planning is still under discussion ○ WISCOM – no update 	
12. EMS Shortage	Discussion <ul style="list-style-type: none"> • Topic too broad, group decided to skip this agenda item at this time 	
13. HERC Improvement Plan	No update	
14. PH Caucus Update	<ul style="list-style-type: none"> • An Essence overview was given. Essence is a syndromic surveillance system that counties can utilize through the state and get local ED data to monitor and track potential outbreaks, etc. 	
15. Current/Future Responses/ Exercises	None	
16. Sector Update Discussion	Round Robin <ul style="list-style-type: none"> • Public Health – <ul style="list-style-type: none"> ○ Working on PHEP plans • Hospitals <ul style="list-style-type: none"> ○ Seem to be seeing an increase in COVID and staff out sick • Emergency Management <ul style="list-style-type: none"> ○ Marathon Co. Medical Reserve Corp received grant and is working on putting together their team • EMS/Trauma – no update • CMS – no update 	

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<p>17. Next Meeting/ Adjourn</p>	<p>Board meeting: January 10 from 0900-1200 (virtual) Caucus meetings:</p> <ul style="list-style-type: none">○ CMS: January 10 from 1300-1400○ Hospital: March 13 from 1300-1400 <p>Motion to adjourn. 1st: Phil Rentmeester 2nd: Wendy Freese Motion result: Carried</p>	
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